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S45

3 April 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report
30 March - 3 April 1970

A. MANAGEMENT TRAINING

1. GENERAL

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[REDACTED] is attending the two-week course, "Administration of Public Policy", at Kings Point during the period 29 March - 10 April.

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[REDACTED] is attending the current running of ADP Orientation, 31 March - 2 April, at Magazine Building.

2. MANAGEMENT

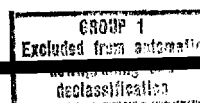
We have received Parts II and III of the Management game entitled "Handling Conflict in Management." We will experiment with these games in the next Management Course.

3. MEDC

Two more Seminars have been added to the Phase II Schedule of the upcoming Midcareer Course No. 24. These Seminars will cover the Office of Medical Services and the Office of Training and will replace the regularly given lectures.

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SUBJ: Support School Weekly Report, Continued
30 March - 3 April 1970

4. MANAGERIAL GRID

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████████████████████ visited us on Thursday, 26 March, during the running of the Grid ██████████. Unfortunately, this day was devoted to Personal Feedback so there was little that our visitors could observe.

5. AM(P)

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All preparations have been completed for the course beginning on 5 April. Messrs. ██████████ and ██████████ have accepted invitations to speak to this Class.

[Handwritten signature]
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6. COMPONENT TRAINING SURVEY

a. Additional copies of the end-of-course report forms have been sent to ██████████ for his use when the upcoming Budget Course is completed. The Logistics Training Officer has reported that there will be no Logistics course listed in the component training section of the new Training catalogue.

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B. ADMINISTRATIVE TRAINING

1. GENERAL

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A video tape was made of the finance presentation, by ██████████ of the Support School, during the most recent Vietnam Operations Course. ██████████ will shortly be reassigned to a tour of duty with a component of the Clandestine Service. Until another instructor, for this particular presentation, is found to replace ██████████ the tape is available for use.

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The Support School is affording space and minimal support to the Training Staff, Office of Computer Services for the three-day ADP Orientation Course - 31 March through 2 April 1970 in the Magazine Building.

Four hours was expended for monitoring, coordinating and writing DDS&T component training reports.

2. CLERICAL TRAINING

Clerical Training, Support School has been requested by NPIC to conduct a refresher typewriting class at [REDACTED] for a minimum of fifteen students, one hour per day for at least four weeks. Negotiations are in progress to re-evaluate our workload in concert with NPIC's timing.

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[REDACTED]
Chief, Support School
Office of Training

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